

**School of Pharmacy**

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## How to Write a Letter of Intent

Date

Name of Recipient

Site Name

Address of Recipient

City, State Zip

Dear Dr. (name of director/ manager):

**Opening paragraph**

- State the position you are pursuing and how you learned about it. If you were referred by an employee/ resident/ faculty/ alumni, mention this as well.
- Tell the employer briefly (one to two sentences) why you are interested in the position with their organization. Avoid generic reasons that are taken directly from the company's website.
- Include a transition statement that highlights the relevant skills and experiences you will be writing about in the middle paragraph(s).

**Middle paragraphs**

- Explain the relevant skills you have developed and knowledge you have gain through your past work/ rotations, volunteer, leadership experiences, and classes. Highlight those that would be of most interest to the organization and would enable you to contribute to the organization.
- Show a "match" between your background and the main requirements of the position by using examples. Include how a particular skill or experience will help you meet specific requirements for the position.
- Include information as to how this position, internship, residency, or fellowship program will compliment and contribute to your long term goals or plans.

**Last paragraph**

- Restate your interest in the specific position.
- If you need to explain anything out of the ordinary on your resume/ CV this is the place to do it.
- Finish by thanking the employer for their time and consideration.
- Provide a call to action: "I look forward to speaking with you soon."

Sincerely,

Your name

Phone

Email

(See example of letter below – residency being written to can be found here:  
<https://residencyshowcase.ashp.org/jobs/13063389/pgy1-pharmacy-residency>)

November 22, 2019

Carla Federici, Pharm.D., BCPS  
Pharmacy Program Director  
Providence St. Patrick Hospital  
500 W Broadway  
Missoula, MT 59802

Dear Dr. Federici,

I am writing to express my strong interest in your Post-Graduate Year 1 (PGY-1) residency program at Providence St. Patrick Hospital. I had the pleasure of meeting with current resident, Anne Jones, at ASHP Seminar this fall and was very impressed hearing about the rotation opportunities, continuing education, and the chance to participate in a team-oriented health care environment. I believe these experiences will assist me in becoming a more proficient and well-rounded pharmacist.

My decision to pursue residency came after I experienced the environment and team culture of an emergency department during a rotation at Hoag Hospital. I knew at that moment I wanted to pursue health-systems as a career pathway and have thus began seeking various experiences in both ambulatory and acute care. My recent APPE rotation at Harbor-UCLA Medical Center cemented this desire as I experienced a truly patient-centered care environment, while being in a learning environment. I believe there is a great benefit of receiving training at a teaching hospital, thus why I am interested in a residency at St. Patrick Hospital. As a student, I have found it especially helpful when residents verbalize their thought processes, especially during code scenarios, as this has challenged me to come up with the best treatment strategy in the moment as they too were ruling out different diagnoses. I am drawn to St. Patrick Hospital's program and am inspired by the hospital's mission to care for the poor and vulnerable.

Additionally, I firmly believe I have the skills and qualities to be a successful resident at St. Patrick Hospital. During the past three years in pharmacy school, I have developed clinical, teaching, research, leadership, and community service skills at a high level. I was actively involved in clinical research and served as my capstone project's team captain. From this research, I had the opportunity to present my work on the effects of opioid use in high-risk populations as a poster at the 2018 APhA Midyear Clinical Meeting, and recently had the abstract approved for presentation at the AACP Annual Conference in March 2020. I plan to continue this area of research and develop a targeted consultation and monitoring program to manage appropriate opioid use in high-risk populations through my PGY-1 residency.

Moreover, upon completion of a PGY-1 residency, I hope to pursue specialized training in a PGY-2 residency. My current areas of interest include pain management, ambulatory care, and acute care, and I believe your residency program will provide me with valuable experiences in order to point me in a lifelong direction. My long-term goal is to pursue a career as a clinical specialist at an academic teaching hospital and be involved in giving didactic lectures and precepting students. I find the teaching certificate through your residency and the opportunity to precept students from the University of Montana an appealing component of your program. I believe your PGY-1 at St. Patrick Hospital's will help me reach my career goals and refine my skills as a pharmacist.

My clinical, service, and leadership experiences have helped build a firm foundation for the work to come next year as a resident. I hope to continue strengthening this foundation at Providence St. Patrick Hospital's PGY-1 Residency Program. Thank you for your consideration, and I look forward to speaking with you soon.

Sincerely,

Pete the Panther

[Pete@chapman.edu](mailto:Pete@chapman.edu)

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